



Department of ADMINISTRATIVE SERVICES *Job Postings*



DEPARTMENT OF TRANSPORTATION JOB OPPORTUNITY **PRINCIPAL HUMAN RESOURCES SPECIALIST**

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Candidates on a current examination list.
Location: Newington, CT
Job Posting No: 113146
Hours: 8:00 am to 4:30 pm
Salary: MP-63: \$80,261.00 to \$109,428 annual
Closing Date: September 29, 2016

Eligibility Requirement: Candidates must have applied for and passed the Principal Human Resources Specialist examination and be on the current certification list promulgated by the Department of Administrative Services. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

This position is located in the Labor Relations Unit. Experience in Labor relation investigations is preferred.

The job duties of this position include the full range of labor relations and investigations duties, including but not limited, to: advising management and supervisors regarding development of interview questions and techniques for complex labor relations investigations; development of allegations and burden of proof; interactive process for ADA and infirmities; union contract interpretation, evaluations, administration of progressive discipline, ensuring compliance with regulations, policies/procedures and union contracts; conducting pre-disciplinary conferences, grievance conferences and reclassification conferences; consulting with DAS, OLR and other oversight agencies regarding case management and defensive preparation; assisting in counseling and developing informal and formal training programs; assisting in special projects related to HR data and record management activities.

Preferred knowledge, skills and abilities include: Considerable knowledge of public human resources administration including classification, compensation, career counseling, discipline and employee relations; considerable knowledge of relevant state and federal laws, statutes, and regulations; considerable knowledge of labor relations; knowledge of and ability to apply management principles and techniques; knowledge of occupational safety and health; knowledge of and ability to apply organizational development principles and practices; knowledge of payroll regulations, procedures and operations; knowledge of equal opportunity policies and procedures; considerable interpersonal skills; strong oral and written communications skills; considerable negotiation and conflict resolution skills; considerable ability to analyze and interpret laws, statutes, regulations, policies, and collective bargaining agreements; considerable ability to counsel employees; ability to effectively serve as an advocate; supervisory ability.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable. Applicants who do not submit all the requested documents will not be considered. In addition, the candidate pool resulting from these interviews may be used to fill future Principal Human Resources Specialist positions in the Department within twelve months.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, resume, and an Application for Employment (CT-HR-12). State employees must also include their last two service ratings by September 29, 2016:

Doreen Rossi
Principal HR Specialist
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AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.-